



CITY MANAGER'S **UPDATE**

Monthly report to the City of Annapolis City Council

JULY 2016

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Performance Measures

Police Calls and Service Times

* In general calls for service have shown an increase for year 2016.

Jan +3.4%

Feb +6.7%

Mar +6.2%

April +4.1%

May +4.3%

June + 1.2%

July -4.2% (down) for an overall average increase of 3.1% over 2015 calls for service through July.

NOTE: Calls for Service for the month of June-July listed here exclude all Frequent checks which totaled 1125. CFS totals would be skewed with the inclusion of the FC's (Frequent Checks) required to be documented this month in CAD

Month	2013	2014	2015	2016	Average Emergency Response Time	PI Accident/ Response	Armed Subject/ Response	Shots Fired/ Response
January	2596	2894	2571	2673	2:11 Minutes	9 = 1:30	5 = 2:30	16 = 1:46
February	2399	2714	2422	2585	1:57 Minutes	7 = 0:52	2 = 1:06	5 = 3:55
March	3117	2885	2714	2884	1:35 Minutes	17 = 1:59	9 = 1:03	14 = 1:43
April	2931	3005	2808	2925	1:12 Minutes	19 = 1:25	7 = 0:51	15 = 1:20
May	3145	3197	2961	3089	2:03 Minutes	22 = 1:30	8 = 2:03	15 = 2:36
June	3051	3161	3059	3096 + 630fc	1:44 Minutes	18 = 2:59	12 = 1:00	21 = 1:14
July	3176	3515	3076	2945 + 495fc				
August	2995	3280	3064					
September	3342	3129	2892					
October	3269	3158	2805					
November	3472	2763	2871					
December	2670	2551	2512					
Totals	36252	36252	33,755	20,197				
Avg Per Day	99.5 cfs	98.5 cfs	92.4 cfs	94.8cfs				

Crime

Crime Summary: UCR Report:

Crime	Murder	Rape	Rob Arm	Rob NWU	Agg Aslt	Burg- Res	Burg-Com	Larceny	MV Theft	Total
June 16	1	2	2	0	12	21	2	83	3	126
June 15	0	3	2	0	11	14	5	87	6	128
Diff +/-	+1	-1	--	--	+1	+7	-3	-4	-3	-2
Diff % +/-	+100%	-33%	--	--	+9%	+50%	-40%	-4.5%	-50%	-1.56%
				Monthly	Total				Monthly	Total
	Violent Crime Diff +/-			17/16	+6.25%	Property Crime Diff+/-			109/112	-2.67%

Condition Index for Streets

- Total length of City streets – approximately 90 miles of roadway are City maintained.
- Weighted average “Remaining Surface Life” of City streets – 8.1 years
- FY2017 paving total – 0.45 miles

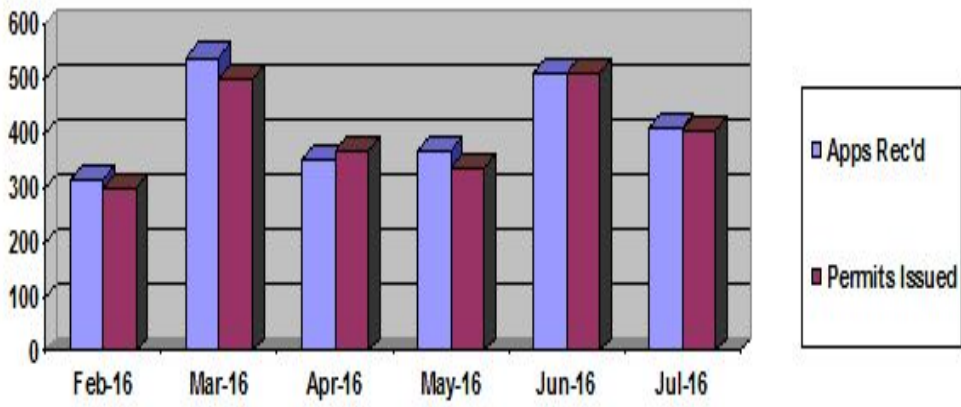
Diversion Rate of Solid Waste from Disposal at a Landfill

- July diversion rate – 36.2%
- 12-month (August 2015 – July 2016) diversion rate – 41.5%

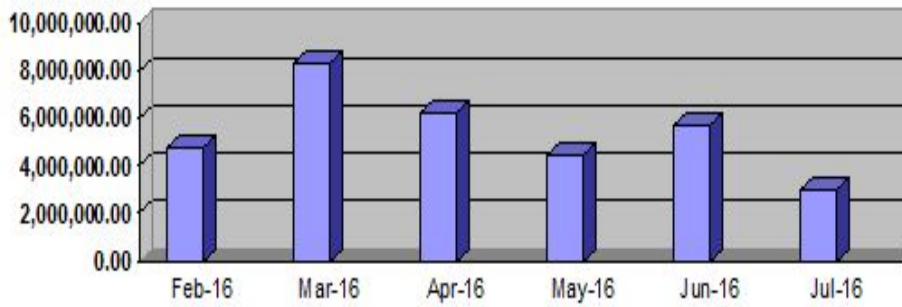
Water Quality Testing Results

- There were no water quality issues with the July 2016 water samples.
- There were no water quality issues with water samples taken in 2015.

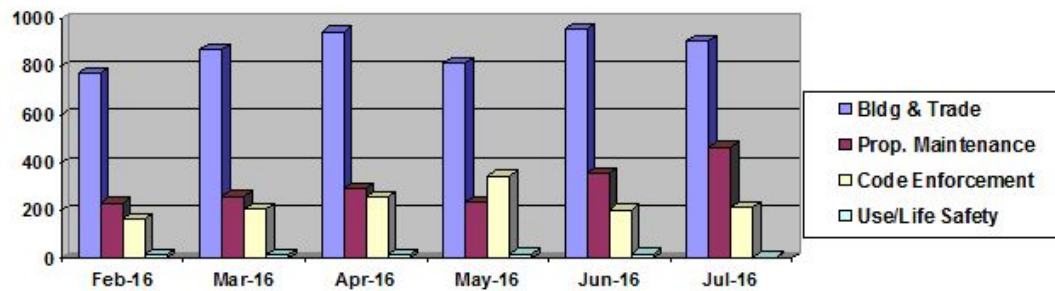
Permits - 409 permit applications were received; 405 permits were issued.



Value of Private Construction - \$2,945,531.04



Private Construction Inspection Performed



908 Building and Trade Inspections

215 Code Enforcement Inspections

5 Use/Life Safety Inspections

465 Property Maintenance

(Also 78 units at Newtowne 20 and re-inspections at Admiral Farragut and Obery Court)

Budget Status

[INSERT YOUR TEXT HERE]

Central Purchasing

Current Procurements

- **RFP 16-04 – Assessment of Corrective Measures – Annapolis Landfill**
 - 2 Proposals received. Award on hold.
- **RFP 16-06 – Energy Performance Contracting**
 - Awarded to Honeywell International. Contract in process.
- **RFP 16-09 – Transit Bus Electronic Fare Box Collection System**
 - Awarded to TripSpark. Contract in process.
- **RFP 16-10 – Legal Services – Police and Fire Retirement Commission**
 - Awarded to Morgan Lewis. Contract in process.
- **IFB 16-15 – Unleaded Gasoline and Diesel Fuel**
 - Awarded to Cato Inc. and PAPCO Inc. Contracts in process.
- **RFP 16-20 – Truxtun Park Pool Management and Operation Services**

- 1 proposal received. Review in progress.
- **IFB 17-04 – Emergency Generator Maintenance Services**
 - Bids due 8/16.
- **IFB 17-05 – Chesapeake Avenue Water Main Replacement**
 - -Bids due 11/15. Major revision to specifications.

Completed Procurements

- **RFP 14-14 DPW Maintenance Facilities – Design/Build Services**
 - Awarded to Gardiner & Gardiner. Design scheduled for 6 months (October).
- **RFP 15-12 Annapolis Renewable Energy Park**
 - Awarded to BQ Energy. Lease approved. Project scheduled for Spring 2017 completion.
- **RFP 15-18 – Historic Preservation Consultants – On Call Services**
 - Multiple awards. 3 Contracts in process. 11 Contracts executed.
- **RFP 15-22 – APD Firing Range Ventilation System**
 - Awarded to Careys Heating and Air Conditioning. Project scheduled for October 2016 completion.
- **RFP 15-23 – Upper West Street Sector Study**
 - Awarded to AECOM. Study scheduled for December 2016 completion.
- **RFP 16-16 – Design Services – PMRC Ball Field Renovations**
 - Awarded to First Capital Engineering. Project scheduled for August 2016 completion.
- **IFB 16-17 – Modifications to Five Water Tanks**
 - Awarded to Nostos SS Contractors. Project scheduled for August 2016 completion.
- **RFP 16-21 – Working Waterfront Awareness Program**
 - Awarded to Vitalink. Project to be completed by February 2017.
- **IFB 16-22 – Davis Street End Park Reconstruction**
 - Awarded to Dade Star Group. Project scheduled for August 2016 completion.
- **IFB 16-23 – Admiral Farragut Water Tank Painting**
 - Awarded to Manolis Painting, Inc. Project scheduled for October 2016 completion.
- **RFP 16-28 - EOC Workstation Upgrade**
 - Awarded to Adaptaspace. Project scheduled for August 2016 completion.

Pending Procurements

- **IFB 16-24 – Admiral Farragut Stream Restoration**
 - Draft in progress. Anticipated release TBD.
- **RFP 17-03 – Construction Services – Stanton Center Floor Replacement**
 - Draft in progress. Anticipated release in August.
- **RFQ 17-07 – Stormwater Management Program**
 - Draft in progress. Anticipated release TBD.
- **IFB 17-08 – PMRC Ballfield Grading**
 - Draft in progress. Anticipated release TBD.
- **RFP 17-09 – Investment Consulting Services**
 - Draft in progress. Anticipated release TBD.

Capital Projects

Pump Station Replacement/Rehabilitation

Second St. PS Wetwell Rehab – Replacement of the access hatch, wetwell door and exhaust ducts are anticipated in August. The contract for the wetwell rehabilitation project is expected to be closed out in August.

Sewer Rehabilitation and Water Distribution

Sewer Cured-in-Place Pipe (CIPP) Rehabilitation (72006) – The pipe televising work ahead of the upcoming CIPP rehabilitation work is expected to continue in August since several new pipe segments have been identified. These segments require the locating of intermediate manholes prior to televising. The locating of a manhole on USNA property is anticipated to occur in August once approval has been granted by the Navy. USNA Flowmeter (72006) – Review of data for the proposed alternate approach to USNA sewage flow measurement is continuing. Buried Asset Evaluation (72006 & 71003) – The final GHD Comprehensive Assessment Plan, 10-yr plan and software review are due after the P&Z land use plan is provided next month; as-built lookup development continues; and RASIC matrix AM strategies will be reviewed with final draft due soon. Additional condition assessment work including pipe forensics and CCTV contract finalization is underway. Water Meter Purchases (71003) – Radio read meters continue to be purchased and installed.

Water Tank Rehabilitation

The general water tank upgrade project is complete. The Farragut tank coating work has been awarded and work has begun.

New Water Treatment Plant (WTP)

WTP Design/Build (D/B) – Project work and related activities this month included chemical and filter building masonry; chemical building roof truss and decking; equipment installation; removable temporary operator access bridge installation; drainage and finished water piping; and electrical/blower room work.

City Dock Bulkhead Replacement, Phase 2

Project completed on April 8, 2016. Electrical issues on Dock St. seawall and Harbormaster building have been resolved and passed final inspection. Received final pay application, updated as-builts and maintenance bond for release of retainage from Contractor (Cianbro). SWM design and construction remains. Potential location identified in Truxtun Park.

Landfill Gas Mitigation

DPW has resumed negotiations with MDE on the Draft Agreement so that a clear course of action can be determined for the site mitigation. Sampling work continues for semi-annual monitoring events.

Stormwater Management Retrofit

A meeting was held with the design consultant to discuss three conceptual designs for storm drain system improvements at the eastern end of Prince George Street. The engineer's estimate for each was very close as the concepts were similar but varied mostly in size and complexity. The consultant will be requested to assess the feasibility of each concept and make a recommendation.

City Hall Projects - Heating, Ventilation and Air Conditioning (HVAC) Replacement and Generator Installation

The Council Chamber ductwork is installed. The ductwork is currently being plated with copper to match the copper roof. This was the approved design submitted to HPC. The dormer is currently being installed as well. Project completion date is expected in mid-August 2016. The new generator is completely wired. Cummins Power to schedule start up within the first couple of weeks in August.

Maintenance Facilities

A meeting with design team to review the approved 30% drawings will be scheduled in mid-August 2016. 60% design drawings are due on September 23, 2016. Temporary trailer renovation drawings were submitted for permitting on June 16, 2016. The new design for underground power has been sent to BGE.

Road Resurfacing

The 2016 Resurfacing Program continued. Work was completed on Carver Street, Bunche Street, Belle Drive, and Forest Drive. Work planned on Chinquapin Round Road and Drew Street is expected to start in early August.

Main Street Reconstruction

Preliminary design has been completed. The construction is being planned to start in January 2018, with completion in June 2018. An inventory of buildings with sprinkler system connections indicates that approximately 50 buildings do not have sprinkler connections. The estimated cost to install connections for these locations as part of the Main Street project is in excess of \$1,000,000.

Cornhill Street Sidewalks

The pre-application meeting was held with HPC regarding the Cornhill project. With funding now approved in the FY17 CIP, further discussion will be held with HPC, and construction drawings begun with the intention to bid in the fall of 2016.

Wayfinding Sign Program

The signs are in fabrication and will be shipped in about 5 weeks.

Personnel Update

New Hires

- Public Works: Utility - Meter Technician I
- Recreation and Parks: Rec Temp
- Emergency Management: BRIM Team Coordinator
- Police Dept. Lateral Officer Djuan Henry: Hired 7/28/16.
- Police Dept. Lateral Officer Kristopher Baum: Hired 7/28/16.

Law Office Report

Open Litigation

Case Name	Dept	Comments
City of Annapolis v. SPAW, LLC (Municipal Infractions) A.A. District Court Case No. 3z36100886, 5z36100888	HPC	Oral arguments on appeal by SPAW, LLC to Court of Appeals re: vinyl windows @ 2 Maryland Ave. scheduled for 9/8/16
McShane Glover – PJR A.A. Circuit Court Case No. C-2014-190935 AA (L72-14)	HPC	Circuit Court affirmed Board of Appeals decision. Glover appealed to Court of Special Appeals; Briefs and arguments pending
Stansbury v. COA U.S. District Court of MD, Civil Action No. 1:15-CV-497-GLR	PW	Complaint and Answer filed; Amended Complaint filed; Answer filed; discovery ongoing
Sheahan PJR (3 Revell Street) A.A. Circuit Court Case No. CV-2015-001576 (L56-15)	HPC	Circuit Court affirmed HPC's decision. Petitioners appealed to Court of Special Appeals; oral arguments pending
City v. Neal, et al. A.A. District Court Case No. CV-15-008769 (L78-15)	DNEP	Complaint filed; answers filed; trial postponed; new trial date pending
COA v. 94 East Street heirs A.A. District Court Case No. D-07-CV-15-005092 (+77)	DNEP	Complaint filed; 78 municipal citations total; trial date pending
Spearman – PJR A.A. Circuit Court Case No. C-02-CV-15-002386	APD	Petition for Judicial Review of a decision of an APD trial board sustaining charges against the officer; Notice of Intention to Participate filed; briefs/oral argument pending
Annapolis Neck Peninsula Federation – PJR A.A. Circuit Court Case No. C-02-CV-15-001510	P&Z	Petition for Judicial Review of a decision of the Building Board of Appeals affirming DNEP's approval of Forest Conservation Plan for Parkside Preserve; Motions hearing occurred 4/11/16; re-hearing on 8/9/16
Jones v. COA A.A. Circuit Court Case No. C-02-CV-15-002931	DOT	Complaint and answer filed; discovery ongoing
Hollander – PJR A.A. Circuit Court Case No. C-02-CV-15-004109	P&Z	Complaint filed; Memorandum of Law and oral arguments pending; Petitioner and Respondent settled; petition dismissed. CLOSED.
Hodges v. COA	APD	Complaint and Answer filed; discovery ongoing

U.D. District Court of Maryland Case No. 1:15-CV-03537		
Erie Insurance/Mutschler v. COA A.A. District Court Case No. D-07-CV-15-003349	DOT	Complaint filed; trial pending 8/12/16
Sparrow v. COA U.S. District Court Case No. 1:16-CV-01394-WMN	APD	Complaint and Answer filed; discovery ongoing
Bernstein – PJR A.A. Circuit Court Case No. C-02-CV-16-000729	DNEP	Appeal of Port Wardens' decision; Petition and response filed.
Thomas – PJR A.A. Circuit Court Case No. C-02-CV-16-002097	APD	Appeal of Police Safety Disability & Retirement Board decision affirming HR director's decision to deny disability retirement application
Massey v. COA, et al. A.A. District Court Case No. D-07-CV-16-004580	DOT	Complaint filed alleging person injury in bus accident; trial scheduled for 7/12/16; postponed to 8/11/16
Walters – PJR A.A. Circuit Court Case No. C-02-CV-16-002203	R&P	Appeal of a Civil Service Board ruling affirming City's decision to terminate; briefs/oral argument pending
Baywoods of Annapolis – PJR A.A. Circuit Court Case No. C-02-CV-16-001916	P&Z	Appeal of a Board of Appeals ruling granting application for variances; briefs/oral argument pending
Ross v. COA Court of Appeals Case No. 0265, September Term, 2016	PW	Petition for Writ of Certiorari to the Court of Appeals appealing a Court of Special Appeals decision affirming a decision of the A.A. Circuit Court denying a former City employee's motion to re-open civil litigation
MCCR / EEOC Cases:		
Thomas v. COA	APD	Claim filed; answer filed; fact-finding conference 1/28/16; MCCR decided in favor of City.
Spearman v. COA	APD	Claim filed; answer pending
Administrative Hearings:		
Spriggs v. COA	PW	Hearing pending 9/19/16
COA v. Martinez	APD	LEOBR Trial Board reversed APD's decision to impose discipline

Workers' Compensation Appeals to Circuit Court:		
Imhof v. COA	APD	Trial date set for 6/11/15, however, Judge Manck granted Claimant's motion to remand. Waiting on order and will discuss further action upon receipt of same; still awaiting order
COA v. Thomas	APD	Appeal noted on Occupational Disease (OD accepted/Temporary Total Denied). Discovery ongoing; awaiting scheduling order from the court; very early stages of litigation
Wroten v. COA	APD	Appeal of Workers' Compensation Commission decision; mediation scheduled for 9/14/16
Martinez v. COA	APD	Appeal of Workers' Compensation Commission decision; Discovery ongoing; awaiting scheduling order from the court; very early stages of litigation
Union Grievances:		
Grievance of decision of a personnel action by APD Chief	APD	Hearing pending

Adopted Legislation

Legislation adopted on 7/11/16:

O-23-16 Grading Permits for Tree Removal - For the purpose of requiring a Grading Permit when trees having a combined diameter of 60 inches are to be removed from lots 40,000 square feet or greater.

O-25-16 City Code Maximum Penalty Provision - For the purpose of amending the City Code to be consistent with the Charter concerning the Maximum Penalty applicable to misdemeanors, infractions and violations proscribed by State Law.

CA-2-16 Amending the City's Maximum Penalty- For the purpose of amending the Maximum Penalty applicable to misdemeanors, infractions and violations to that proscribed by State Law.

O-9-16 Removing Members of Boards and Commissions - For the purpose of providing a formal process for the removal of appointed members of City boards and commissions for cause.

R-1-16 Comprehensive Maritime Review - For the purpose of conducting a comprehensive economic and zoning review of all maritime zones.

R-9-16 Public Safety Employee Funeral Representation - For the purpose of establishing a policy that upon the death of a retired or active duty public safety employee, a public safety representative shall attend

the funeral of the employee with the consent of the legal authorized representative of the deceased employee's family.

Legislation adopted on 7/25/16:

O-27-16 Elections Code Updates - For the purpose of amending and updating Chapters 4.08; 4.20; 4.24; 4.32; 4.40 and 4.44 of the Code of the City of Annapolis concerning polling places; nominations and candidacy; voting and voting machines; board of canvassers; ballot question procedures; and matters generally relating to these amendments and updates.

R-20-16 Samaritan House, Inc. Water Connection Fees Waiver - For the purpose of extending City water service to the Samaritan House Campus for Recovery Facility; waiving any water connection fees; and matters generally relating to said water connection waiver of fees.

O-36-15 Adequate Public Facilities - For the purpose of adding review criteria and certification for adequate school facilities to Title 22 of the Code of the City of Annapolis; and matters generally relating to the adequacy of school facilities.

O-8-16 Title 7 - Business Licenses, Taxes and Regulations - For the purpose of amending Chapter 7.40 to provide for the regulation of peddlers, hawkers, and itinerant merchants within the City.

R-2-16 Peddlers, Hawkers, and Itinerant Merchants Fees and Fines - For the purpose of setting fees and fines associated with engaging in the business of a peddler, hawker, and itinerant merchant as set forth in Chapter 7.40 of the City Code.

O-24-16 Snow Emergency Routes - For the purpose of establishing that any person who fails to remove a vehicle from a snow emergency route when Phase II or Phase III of the snow emergency plan is in effect shall be in violation of the City Code and subject to the imposition of a fine.

Alcoholic Beverage Control Board:

Public Hearing

- **Evelyn's Place** - New

Application for a new alcoholic beverage license Class B-2, Beer, Wine & Liquor, six a.m. to twelve midnight seven days per week (special Sunday license) by Brandon Powell Stalker for the premises known as, Evelyn's Place, LLC T/A Evelyn's Place, 26 Annapolis Street, Annapolis, MD 21401

Business and Miscellaneous

- **Evelyn's Place** - Substitution of officer

Add Michael J. Stalker as qualifying officer.

- **Inner West Street Association** - July 13, 20 & 27, August 3, 10, 17, 24 & 31, September 7, 14 & 21, 2016

Request for extensions of licensed premises for Rams Head, Luna Blu, El Toro Bravo, Stan and Joe's, 49 West & Tsunami with consumption on city property and live music during a special event – Dinner under the Stars on the first block of West Street from 6:00 to 10:00 on July 13, 20 & 27, August 3, 10, 17, 24 & 31, September 7, 14 & 21, 2016.

- **Chesapeake Brewing Company** – Sidewalk Café with the service of alcohol

Request to amend its License to serve Alcoholic Beverages on a portion of the premises comprising a Sidewalk Café.

- **Annapolis Wine & Spirits** - Substitution of officer

Robert M. Tobin to replace Colin B. Stodd

- **Stanton Community Center** – Chico Prather

Request for Consumption on City Property permit for private rental party from 8:00 p.m. to 12:00 midnight on Saturday July 30, 2016

- **Stanton Community Center** – Deanna Williams

Request for Consumption on City Property permit for private rental party from 5:00 p.m. to 9:00 p.m. on Saturday July 16, 2016

- **Anne Arundel Health Department** - Ms. Sandra Smolnicky

Presentation on the Substance Abuse Prevention Coalition

- **Special Class C, One Day Liquor Licenses Issued In July = 24**

City Clerk:

21 – Fully Executed Contracts/Agreements signed
9 - Special Event Application Reviewed
1 - Registration Certificates for EXEMPT Peddlers Application
3 - Canvassers Applications
2- Draft City Council Meeting Minutes
1- Draft Board of Supervisors of Elections Meeting Minutes
1 - MODULE #3-Call Center WebEOC Training 8/9/16

Board Of Supervisors Of Election:

2013 Municipal Election Calendar “DRAFT”

City Council

Memorandum – Deadline for Introduction of Legislation 2017 Election Year “DRAFT”

Public Safety Update

Fire Department

Monthly News/New Projects

The Department responded to 1001 calls for service this month and a total of 6182 calls for 2016 with the following breakdown:

- EMS - 723 or 75%
- Fire – 166 or 16%
- Service – 79 or 7%
- Rescue – 28 or 1%
- Hazmat - 5 or 1%

Notable Incidents – July Highlights

7/1/16 - Building Fire - State House Struck by Lightning
7/4/16 - Support Operations - July 4th Fireworks - City Dock
7/5/16 - Building Fire - Melrob Court - Fireworks in occupied apartment building
7/11/16 - Vehicle Accident with Rollover - King George Street
7/16/16 - HazMat Response - 105 Simms Drive
7/18/16 - Assist AACo - Recovered Ordnance - Explosive Service Response
7/18/16 - Building Fire - Eastport Shopping Center
7/19/16 - Suspicious Package - West Street - Explosive Services Response
7/20/16 - Assist AACo - Recovered Ordnance - Explosive Service Response
7/20/16 - Working Building Fire - Madison Street (Arson)
7/21/16 - Pedestrian Struck - Forest Drive
7/21/16 - Water Rescue - Open Water Drowning - Tucker Street
7/23/16 - Recovered Military Ordinance - Glenwood Street - Explosive Services
7/23/16 - Water Rescue - Severn River
7/25/16 - Stabbing - South Southwood Avenue - Serious Injury
7/26/16 - Assist AACo - Recovered Ordnance - Explosive Service Response
7/28/16 - Building Fire - Skippers Lane - Lightning Strike
7/28/16 - MVC, Shooting Victim - Royal Street
7/29/16 - Building Fire - Monument Street
7/30/26 - Suspicious Package - Compromise Street - Explosive Services Response

EMS Notable Incidents – Monthly Highlights – Accomplishments

- Attended MIEMSS ALS education meeting.
- Captain Grimes attended Crab Towne Club meeting to discuss changes in CPR.
- Attended Quarterly EMS meeting at AAMC.
- Cardiac Arrest Survival Rate: 9 Cardiac Arrests with 3 patients with ROSC prior to arrival at ER.

- EMS Fees Collected YTD – Fiscal YTD \$1,211,784.48
- EMS Transports: 461

Fire and Explosives Services Unit – Monthly Highlights – Accomplishments

- K-9 Responses - 3
- Investigations – 7 (6 Arson Fires with 1 arrest, 2 burned patients)
- Suspicious Package Responses – 17
- EOD Standby
- Assist Police Incidents - 3
- Internal Investigations – 0
- Fire Safety Inspections - 15
- Investigator Williams to HDS (Bomb School) in August.
- Investigator Williams accepted into the Anne Arundel County Police Academy Class.
- Lt. Spriggs attended a Chemistry of Explosives Course.
- Investigator Williams attended Incident Response to Terrorist Bombings Course.

Other Events/Activities

- The Department responded to 11 City heroin overdoses with no known fatality(s).
- The EMS Division conducted 2 citizen CPR courses.
- Completed 73 new fire safety building inspections and 27 re-inspections (includes inspections conducted by station personnel).
- The Fire Marshal's Staff conducted 9 Fire Permit/Plan Reviews and 23 Building Permit Reviews.
- Our personnel installed 12 smoke detectors and 6 CO alarms and conducted 11 public education events.
- Training hours completed – 1433
- ISO rating – Class 2
- Crews participated in the Bloomsbury Square Unity and Eastport Terrace/Harbor House Unity Day Celebration.
- Participated (Fire & OEM) in the Mt. Olive AME Church Summer Camp Program.
- Assisted Mayor's Office with State Revitalization Programs Application.
- The Fire Marshal's staff has been working with the Boat Show personnel to identify a fire lane for the boat shows. It appears the fire lane used last year will remain in place.
- This month's Fire Prevention Message – "Back to School Safety".
- Deputy Chief Remaley attended the monthly Anne Arundel County Criminal Justice Coordinating Council meeting.
- The Department is conducting OSHA confined Space and Lock-out/Tag-out training.
- Two new firefighters were sworn in at City Council meeting.
- Discussed upcoming Union Negotiations with Command Staff - will present concerns to HR.
- The Department conducted Helicopter Fire/Rescue Training with the USNA Fire Department.
- Chief Stokes attended the County Executive's Public Safety Core Group Team.
- Battalion Chief Butler is serving on committee to review Snow Emergency Routes in the City.

Financial Activity Report

- OVERTIME COSTS: (Note: Budgeted monthly average \$35,833.00).
- For the month of July the Department used 1234.25 hours of overtime at a cost of \$64,683.33 this

represents a usage of 15.04% of our total annual budget available for overtime. Our YTD overtime expenditures are \$64,683.33 or 15.04% of our annual OT budget.

- We currently have five (5) people on extended disability leave and three (3) firefighter vacancies.
- On 1/13/16 the Department submitted our request (\$500K) to the Federal Assistance to Firefighters Grant for fire department radios.
- The Department has received a \$1.8 million FEMA SAFER grant request to replace the staffing on ladder Truck 36. The grant must be accepted by the City Council.

Major Planned Actions

- Continue with Smoke Detector outreach program.
- Conduct AFD Safety Survey.
- Develop Safety Program for Public Housing Residents – part of the Mayor's Initiatives.
- Conduct CPR training for Obery Court residents.
- Chief Stokes will serve as Acting City Manager in August.
- OEM annual Drill on August 25th.

Emergency Management

Incidents and Events

- July 4th, 2016 – 4th of July Parade and Fireworks
OEM compiled an Incident Action Plan which provided a summary of actions being taken by City of Annapolis Departments and Partner Agencies to ensure public safety during this event. OEM also hosted the Operational Briefing on June 30th. The Emergency Operations Center was activated for the July 4th festivities, and OEM staff was in close contact with the Mayor's Office and fireworks and public safety personnel throughout the day due to periods of rain. Ultimately the parade was canceled, while the fireworks were displayed on time as planned.
- July 16th, 2016 – Severe Thunderstorm Warning
OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about threats of thunderstorms, hail, and high winds expected to impact the Annapolis area.
- July 18th, 2016 – Severe Thunderstorm Watch
OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about threats of thunderstorms, hail, and high winds expected to impact the Annapolis area.
- July 25th, 2016 – Severe Thunderstorm Watch
OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about threats of thunderstorms, hail, and high winds expected to impact the Annapolis area.
- July 28th, 2016 – Flash Flood Watch and Severe Thunderstorm Watch
OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about threats of potentially damaging wind gusts and heavy rain expected to impact the Annapolis area.
- Cooling Center Activations
OEM notified Annapolis Parks and Recreation that the Annapolis Cooling Center would be activated at the Roger "Pip" Moyer Recreation Center on July 8th, 14th, 22nd, 23rd, 24th, and 25th. There were no visitors to the Cooling Center over this period of time. There were no observed spikes in Heat related EMS calls while the Cooling Center was active.

Planning

- OEM Staff continued to work with the FEMA Public Assistance Team to finalize documentation worksheets from Winter Storm Jonas.
- OEM convened a staff meeting on July 6 to discuss Office priorities and information.
- On July 5th, OEM Staff hosted a conference call with Visit Annapolis and Anne Arundel County to review the tabletop scheduled for later in the month.
- On July 13th, OEM met with Planning and Zoning staff to discuss emergency support functions and responsibilities after the City's reorganization.
- On July 20th, OEM staff attended a meeting facilitated by the Maryland Emergency Management Agency regarding an upcoming Hurricane Evacuation Study being conducted throughout the state.
- On July 20th, OEM participated in a webinar presentation with MIT and ESRI to discuss flood mapping tools for disaster situations.
- On July 25th, OEM Staff met to discuss progress and tasks to be completed for the Citywide Exercise scheduled for Thursday August 25th.
- On July 26th, OEM staff took part in a conference call with Baltimore UASI Emergency Management Committee representatives. This meeting was a kickoff call with the Technical Assistance Team provided by FEMA to coordinate a Regional Evacuation Plan.
- On July 26th, OEM staff attended the first meeting as part of the new Website Team to discuss the new website and objectives of the project moving forward. The Go-Live date for the new City-wide website is January 2017.
- On July 27th, OEM staff attended a meeting with Baltimore UASI Recovery Committee. This meeting was used to check the status of jurisdictions' recovery planning. State representatives from the Maryland Insurance Administration, Maryland Department of Health and Mental Hygiene and Maryland Department of Human Resource participated.
- OEM submitted a Quarterly Progress Report for the Pre-Disaster Mitigation Grant to the Maryland Emergency Management Agency (MEMA) on July 15.
- OEM has been working to secure a contractor to draft the grant funded Natural Hazard Mitigation Plan Update.
- OEM staff continued to edit the Annexes for the City's Emergency Operation Plan.
- OEM staff continues to develop the Basic Plan and Recovery Support Functions of the City's Recovery Plan.
- In July, the Office of Emergency Management began advertising for the Office Associate IV position.

Training/Exercise

- On July 26, OEM facilitated a successful Tabletop Exercise with the Visit Annapolis & Anne Arundel County Destination Marketing Organization (VAAAC) in the Emergency Operations Center. The VAAAC will also participate in the Annual Citywide Preparedness Exercise on August 25th.
- On July 8th, OEM staff, in conjunction with staff members from the Department of Planning and Zoning attended a Zika Door to Door Strike Team training with the Anne Arundel County Department of Health and the Maryland Department of Agriculture to prepare for potential Zika cases in the City of Annapolis.
- On July 14th, OEM staff held a Train the Trainer Presentation for Parks and Recreation staff. This presentation was focused on Emergency Shelter Operations, and specifically on policy and procedures to train the rest of Recreation and Parks staff who will be participating in the Citywide Preparedness Exercise.

- On July 27th, OEM staff assisted the ARES/RACES team with loading new software onto the EOC computers as well as discussed their involvement in the full scale exercise in August.

Outreach

- On July 1st, OEM staff continued to work with CodeRED Community Notification System vendor to discuss options for future community notification plans.
- On July 13th, OEM staff conducted a conference call with Anne Arundel County Office of Emergency Management and Everbridge Community Notification System to discuss the possibilities of a new community notification system.
- On July 14th, OEM staff presented emergency preparedness information at Mt. Olive Summer Camp to approximately 20 children. Staff educated campers on being prepared for natural and manmade disasters and then gave them a poster to draw what they would include in an emergency kit.
- On July 18th, OEM staff presented Zika Virus updates to the City of Annapolis Public Safety Committee and assisted in the facilitation of a Community Policing discussion.
- On July 25, OEM spoke with spoke with Hollis Minor and Alicia Moran about planning a session involving presentations for businesses during National Preparedness Month.
- Downloads of the emergency management free mobile app "Prepare Me Annapolis" reached 2,570 as of April 4th, 2016.
- OEM has increased its Twitter followers to 1,115.
- OEM has increased its Facebook 'likes' to 1,753.

Grants Management

- OEM encumbered funds in the FY 2014 & FY 2015 Urban Area Security Initiative (UASI) in July. All spending on FY 2014 UASI was complete at the end of July, which was the conclusion of this grant cycle.

July 2016	
UASI FY 2014 Mobile Command	\$2,380.94
UASI FY 2014 CCTV	\$2,123.00
UASI FY 2014 Emergency Planners (reimb.)	\$22,555.36
	\$9,017.97
TOTAL UASI FY 2014	\$36,077.27
UASI FY 2015 Mobile Command	\$1,114.06
UASI FY 2015 LETPA	\$2,780.00
UASI FY 2015 Emergency Planners (reimb.)	\$2,098.37

TOTAL UASI FY 2015	\$5,992.43
TOTAL July Grant Expenditures	\$42,069.70

Police Department

	Sworn	Full Civilian	Contractual Full	Contractual Part	Temporary	Exempt	Total	
/Current/	106	24	6	2	11	5	154	
Vacant	3	4	1	2	1	0	11	
Total Allocated	109	28	7	4	12	5	165	
Vacancies	Status	Position			Rank	Allocated	Actual	Vacant
3	Sworn	Officers			Captain	3	3	0
1	Full Civilian	Records Specialist			Lieutenant	6	6	0
2	Full Civilian	Police Dispatcher			Sergeant	12	11	-1
1	Cont. Part	CCTV Monitor			Corporal	14	13	-1
1	Cont. Full	Major Crimes Invest			Off 1st Class	51	50	-1
1	Cont. Part	ALERT Grant			Officer	26	26	-0
1	Full Civilian	Analysis Supervisor		+2- Chief/Maj		114	111	-3

**** The above staffing numbers and vacancies are reflective of the FY16 Budget and position availability.

** Positions eliminated in FY15 budget process: 1- CALEA Manager (contractual), 1- Administrative Enforcement Position (Civil Service), 1- Police record Specialist (Civil Service), 1- Office Associate III (Civil Service)

** Positions Frozen/not funded: 5- Police Officer Positions, 1- Lieutenant Position

Community Service Monthly

C-Safe	Total		Victim Services	Total
Parole & Probation home visits			Burglary reports	18
DJS home visits			Victim's contacted	
DJS school visits			Residential Survey	

HEAT meetings	1		Commercial Survey	
Officer School Visits			Neighborhood Safety Training	1
Hispanic Liaison	Total		Community requests	
Translator Contacts	15		McGruff Appearances	
Victim Contacts	10		Watch Your Car	Total
Total Contacts	25		Auto Theft reports	3
Court Hours	6		Theft from Auto reports	24
School Visits			Vehicles Registered	
Officer Activity	Total		Scooters Registered	
Calls for Service			TFA Initiative Letters Sent	
Reports			J.O.I.N.S.	Total
Foot Patrol Hours	5		Juveniles currently in JOINS	3
Business Checks			Unsupervised juveniles	
Bank Checks			90 day supervision juveniles	3
Traffic Stops			Home visits	
Traffic Citations			School visits	
Traffic Warning			Juveniles arrested	
FIR			Juveniles that didn't qualify	
Warrant Attempts			Juveniles that qualified	
Emergency Evaluation			J.O.I.N.S. Hearings	
CDS Arrests			Closed J.O.I.N.S. cases	
Warrant Arrests			Explorers	Total
On View Arrests			Current Explorers	15
Traffic Arrests			Interested Explorers	
Summons			Explorer Post Training days	9
Juvenile Citations			Community Events	1

			Attended	
Total Arrests			Officer School Visits	

Details:

7/9 – 7/17 - Ofc. Thiel & Off. Smikle – Explorers Conference in Arizona

Hispanic Liaison:

Hispanic Liaison	Total	CSS	Total
Hours at Sub-Station	0	Meetings Attended	2
Number of Contacts	26	Trainings Conducted	0
Translator Functions	15	Training Attended	0
Victim Contacts	10		
Court Assistance	6		
CAC = Child Advocacy Center	3		

Explorers POST 199:

Explorers – National Law Enforcement Exploring Conference – July 10 – 17

The Annapolis Police Explorer Post 199 took 2 teams of 3 Explorers to Flagstaff, Az to compete against 2400 Explorers from around the Nation. They competed in several team and individual competitions. (Team A – Shoot/Don't Shoot, Traffic Accident Reconstruction and White Collar Crime) (Team B – Bomb Threat Response and Crime Prevention). The individual competitions included; air pistol, PT Test, Bike and practice written exam. We do not have our placement in any of the competitions as of yet. They promised to email them by mid-August.

All the explorers impressed me with their desire to learn and compete. The moment that impressed me the most was during the PT test when each explorer scored the max points (80 sit-ups in 2 min = 118 pts) during the sit-up portion of the PT test. The overall scores of the PT test were very impressive with the lowest score being 310 and the highest being 351 out of a possible 380 pts.

During our time in Arizona we saw the Hoover Dam and the Grand Canyon for the first time. It was also the first flying experience for 3 of the 6 Explorers. The impact that this trip had on the young adults cannot be put into words.

Building Activity

- **Annapolis Harbormaster's Bldg (1 Dock St - #BLD16-0081)** Permit issued 3/18/16 to replace roof. No inspections to date.

- **Annapolis Transportation Department (308 Chinquapin Round Rd #BLD15-0406)** Permit issued 7/31/2015 for alterations and repairs. No inspections since January 2016. Still waiting on U.L. certification of equipment.
- **Annapolis Yacht Club (2 Compromise St #BLD15-0840)** Permit issued 1/8/16 to stabilize building due to fire damage. Pre-application meeting scheduled 8/19/16.
- **Annapolis Yacht Club (2 Compromise St #DEM15-0043)** Permit issued 1/8/16 demolish fire damage. Fire damage demo complete. This permit being kept open until building permit is issued.
- **Annapolis Yacht Club (12 Dock Street – #BLD16-0026)** Replace kitchen equipment - Permit issued 4/20/2016. No inspections to date.
- **Annapolis Yacht Club (2 Compromise Street-DEM16-0032)** Permit issued 7/12/16 for interior demolition.
- **15 West Street #BLD15-0584)** Permit issued 12/10/15 for interior alterations for new tenant. Mechanical, electrical, plumbing work ongoing. Job is progressing.
- **Chart House Restaurant (300 Second Street #BLD14-0311)** Permit issued 9/5/14 for Phase I work to include enclosing existing exit stair, new appetizer prep area in kitchen; new entry, bar, dining room, restrooms & private dining room. Job is progressing.
- **Chart House Restaurant (300 Second Street #BLD14-0312)** Phase II alterations. Last inspection 4/8/15. No change. Progress inspection passed 1/27/16. HVAC balance report has been received. Working on final inspection punch list.
- **Chick-Fil-A (2025 Somerville Road #GRD15-0037)** Grading permit issued 2/23/16 for new Chick-Fil-A restaurant.
- **Chick-Fil-A (2025 Somerville Road #BLD15-0486)** Permit issued 2/23/16 for new Chick Fil-A Restaurant. Job is progressing. Framing inspection passed 7/27/26.
- **Chipotle – (36 Market Space–#BLD15-0515)** Permit issued 7/11/16 for new restaurant.
- **City Hall (160 Duke of Gloucester Street – BLD13-0621)** Permit issued 5/24/16 to add concrete pad & generator. Inspections are progressing.
- **City Hall (160 Duke of Gloucester Street – BLD16-0188)** Permit issued 5/24/16 to replace HVAC and ductwork.
- **Corner Bakery Café (2140 Forest Dr #BLD15-0772)** Permit issued 3/23/16 for tenant fit-out. Failed framing inspection 5/2/16.
- **Criswell Audi (1833 West Street #GRD15-0011)** Permit issued 10/2/15 for grading for new commercial building. Job is continuing to progress.

- **Criswell Audi (1833 West Street #BLD15-0204)** Permit issued 10/2/15 for new commercial building. Passed partial framing inspection 5/4/16. Work is progressing. Ceiling close- in inspection passed 7/20/16.
- **Dr. Dan Sandel Surgical Center (104 Ridgely Avenue, Suite 301 #BLD15-0080)** Permit issued 7/20/15 for interior alterations. Passed final inspection 7/19/16.
- **Eastport Elementary School (420 Fifth Street #GRD15-0015)** Grading permit issued 9/3/15 for addition.
- **Eastport Elementary School (420 Fifth Street #BLD15-0196)** Permit issued 9/3/15 for Kindergarten addition. Job is progressing.
- **Eastport Fire Dept. (914 Bay Ridge Avenue-BLD16-0294)** Permit issued 7/1/2016 for interior alterations to meeting room, etc.
- **Elevate Life Wellness Center (1730 West Street, #104/105-BLD16-0359)** Permit issued 7/29/16 for tenant fit-out.
- **Evelyn's Place (24 Annapolis Street – #BLD15-0441)** Permit issued 5/24/16 for tenant fit-out for new restaurant. No work started to date.
- **Georgetown East Elementary School (111 Dogwood Road #GRD15-0031)** Grading permit issued 9/11/15 for addition.
- **Georgetown East Elementary School (111 Dogwood Road #BLD14-0783)** Permit issued 9/11/15 for Kindergarten addition. Inspections are progressing.
- **Georgetown East Elementary School (111 Dogwood Road #BLD15-0602)** Permit issued 12/02/15 for renovations to Administrative Offices. Ceiling close-in passed 8/5/16.
- **Lighthouse Bistro (202 West St #BLD15-0215)** Permit issued 11/18/15 for alterations to former lighthouse shelter for new bistro. Partial firestopping inspection passed 8/5/16.
- **Lupita's Restaurant (1313 Forest Drive – #BLD15-0768)** Permit issued 6/13/2016 to expand restaurant .
- **Mi Lindo Cancun (2134 Forest Drive–BLD16-0193)** Permit issued 7/22/2016 for new restaurant. Trade permit inspections progressing.
- **Mission Barbecue (142 Dock Street #BLD15-0816)** Passed final inspection and received U&O.
- **New Leaf Massage (56 Maryland Avenue – BLD16-0310)** Permit issued 7/7/16 for tenant fit-out. Partial framing inspection passed 8/2/16
- **Osteria (177 Main Street #BLD12-0932)** Grease interceptor has been installed and contractors replacing the sidewalk.

- **Rocky Gorge (Aris T. Allen Blvd #GRD14-0006)** Grading permit issued for new development. Progress inspection 12/31/15 failed. Site needs to be stabilized.
- **Rocky Gorge (Aris T. Allen Blvd #BLD14-0252)** Permit issued 6/25/14 for 1st single family dwelling in Rocky Gorge development. No inspections to date.
- **Sailor Oyster Bar (196 West Street #BLD15-0744)** Permit issued 01/13/16 for new restaurant. Final inspections are being scheduled.
- **Scott Brothers Liquor Store (936 Bay Ridge Road – #BLD16-0078)** Expand into neighboring unit. Permit issued 4/28/2016. Framing inspection passed 7/6/16.
- **TenTen Ramen (137 Prince George Street – BLD16-0303)** Permit issued 7/20/16 for new restaurant. Interior demo exceeded the scope of the permit.
- **The Children's Guild (2000 Capital Drive #DEM15-0042)** Permit issued 12/30/15 for interior demolition for new tenant. No inspections to date.
- **3 Sisters Boutique (170 Main Street – BLD16-0272)** Permit issued 7/1/16 for tenant fit-out . Framing inspection failed 8/1/16
- **Village Greens (S. Cherry Grove Avenue, starting with #BLD11-0026 et al)** Job progressing. Some permits finalized. Some townhouses are under construction. Quite a few have been finalized. Job is progressing.
- **Watergate Village Apartments (700 Americana Drive #BLD15-0485)** Entire building repairs due to fire damage. Permit issued 4/29/2016. Working through plumbing and mechanical difficulties, work progressing.
- **West Annapolis Elementary School (210 Annapolis Street #BLD14-0293)** Permit issued 12/12/14 for addition and alterations. Passed final inspection 7/29/16.
- **West Annapolis Elementary School (210 Annapolis Street #GRD14-0016)** Permit issued 12/12/14 for grading for addition. 95% stabilized.
- **Wings of Fancy Day Spa (93 Main Street – BLD16-0288)** Permit issued 7/21/16 for tenant fit-out.
- **400 & 406 Chesapeake Ave (#DEM15-0028)** Permit issued 3/18/16, Demolition complete.
- **400 & 406 Chesapeake Ave (#GRD15-0042)** Permit issued 3/18/16 for grading for new mixed residential and commercial building. Progress inspections being done.
- **400 & 406 Chesapeake Ave (#BLD15-0557)** Permit issued 3/18/16 for new building. Job is progressing.
- **110 Compromise Street (Old Fawcett's Building- #DEM16-0028)** Permit issued for interior demolition.
- **122 Main Street (GRD15-0035)** Grading for new commercial building – Permit issued 2/12/2016.

- **122 Main Street (BLD15-0395)** Permit issued 2/12/16 for new commercial building. Inspections are progressing.
- **1401 Forest Drive (#BLD15-0552– New Car Wash)** Permit issued 12/10/15. U&O passed 8/3/16.
- **1023 Spa Rd (Formerly Annapolis Radiator – DEM16-0007)** Permit issued 3/18/16 to demolish existing building.
- **1023 Spa Rd (Formerly Annapolis Radiator – GRD14-0023)** Grading permit issued 3/18/16 to remove unusable fill. Progress inspections being done.
- **1801 West Street, #104 (#BLD15-0608)** Permit issued 11/10/15 for alterations for new auto repair shop. Job is progressing.
- **505 Oaklawn Avenue (#GRD13-0019)** Permit issued for 3/13/14 for grading associated with subdivision. Job is progressing.

Planning Activity

Comprehensive Planning

- July 7: Presentation to Planning Commission on traffic impact studies
- July: Coordinated Working Waterfronts materials and preparation of branding efforts
- July: Continued work on Critical Areas mapping update
- July: Reviewed existing conditions report for Eastport Traffic Study
- Selected contractor for traffic impact studies for Monarch Academy and St. Mary's School
- July 19: Presented Traffic APF ordinance to Transportation Committee
- July 26: Attended monthly BRTB transportation meeting in Baltimore
- Reviewed first draft of Upper West Street Sector Study
-

Current Planning

New Projects:

- Site Design Plan Review (SDP2016-037) for Thomas Glynn, to remove/change vegetation, impervious surfaces and landscape wall within Non-BEA Critical Area Buffer, located at 300 First St.,
- Site Design Plan Review (SDP2016-038) for Ann Purcel, to extend existing side porch, extend second-floor porch/deck an pergola, add third-floor deck, located at 506 Third St.,
- Administrative Adjustment (ADJ2016-013) for Wayne Fowler, for a reduced rear yard setback from 30 ft. to 24 ft. to construct first and second level decks, located at 202 Glen Ave.,
- Administrative Interpretation (ADM2016-007) for Meridian Healthcare, for zoning verification, located at 35 Milkshake Ln.,

- Site Design Plan Review (SDP2016-041) & Administrative Interpretation (ADM2016-008) for Homes for Downtown (Timothy House), for a 285 sq.ft. porch expansion, site improvements to damage and drainage problems in the parking lot, provide handicapped accessibility and repave the parking lot, located at 29 W. Washington St.,
- Site Design Plan Review (SDP2016-042) & Administrative Interpretation (ADM2016-009) for Homes for Downtown (Timothy Gardens) for site improvements to repair drainage problems, install new retaining wall, repave the parking lots, new site lighting & landscaping, located at Monument St.,
- Special Exception (SE2016-006) for Greenfield Properties, for minor renovations to expand the existing restaurant use, located at 103B-105 Main St.,
- Administrative Adjustment (ADJ2016-012) for Elizabeth Dicey, for a 5 ft. reduction to the front yard setback to allow a new covered, front porch, located at 425 Dewey Dr.,
- Subdivision (SUB2016-007) for State Street Holdings, LLC., to reconfigure existing parcels 80, 81, 82, 83, 84, 85, 86, 87, 122, 139 & 211, Tax map 52D into fee-simple lots, located at Boucher Ave.,

Major Planned Actions:

- Planning Commission, No Hearings the month of August
- Board of Appeals, No Hearings the month of August:

Community Development

Completed CDBG subrecipient grant agreements and mailed them to awardees for their signatures.

Completed all accomplishment reporting in IDIS for FY 2016. Also amended FY 2015 Annual Action Plan in IDIS. Amendments were approved by the Housing and Community Development Committee and City Council.

Reviewed results of Housing Rehabilitation program for FY 2016. ACDS completed 8 homes and leveraged \$96,000 in state funds for city residents

Staff performed other routine CDBG administrative tasks, such as processing payments to subrecipients, completing draw downs from HUD, overseeing the city's housing rehabilitation program, submitted reports, followed up on projects and uploaded accomplishments data into IDIS.

Reviewed specifications and finalized scope of services for Stanton Center floor project. Request for proposals go out in August.

Homeless

Submitted a \$500,000 Community Legacy Application for the Light House Bistro project at 206 West St. The Light House, a homeless prevention and support center, is repurposing its former downtown Annapolis shelter. The 206 West Street Project will create an advanced culinary training center for graduates of its culinary arts job training program, Building Employment Success Training (B.E.S.T.). It will include a 50-seat bistro and a coffee bar open to the public, a home for B.E.S.T. Catering and four permanent supportive housing units on the second floor for former Light House residents. City CDBG (\$48,000) funds have been committed to this project

Attended the Homeless Coalition Board Meeting to prepare strategy for submitting \$2,000,000 application to HUD for Continuum of Care funds for Anne Arundel County including the city.

MPDU Program

Reviewing MPDU legislation for possible changes to address problems with the program, especially the lack of eligible prospective buyers for the for sale units.

Miscellaneous

Submitted a \$250,000 Community Legacy Application for the city's Main Street Reconstruction .To protect the City's investment in the new brick surface of Main Street, the City proposes to install sprinkler connections for those buildings that do not currently have a sprinkler connection or an adequate connection a year in advance of the re-bricking. This timeline takes into consideration the length of time that is required to install the estimated 50 connections and a desire to minimize disruption to Main Street businesses during the prime tourist season of the summer months.

Worked with ACDS and AACHC to provide technical assistance to HACA on the Newtowne 20 Redevelopment

Continued work on repairing Old Fourth Ward Kiosk. One panel of three has faded and needs to be replaced. Completed procurement and now working with Signcraft and Fossil to complete and install the panel.

In process of securing a grant to assist HACA with installation of the additional smoke detectors they need to meet city code. Have been exploring funding sources such as Home Depot, BGE and the Red Cross.

Attended HACA meeting

Major Planned Actions

- Update Community Development Division web page.
- Update all HUD required plans Fair Housing, Displacement, Relocation, and Citizen Participation Plans.
- Repair the "Old Fourth Ward" kiosk.

Historic Preservation

Administrative approvals issued - 28

Total estimated costs of approved applications - \$333,915.00

Private - \$333,915.00

Public - \$0

Public Hearing approvals issued - 2

Total estimated costs of approved applications - \$548,600.00

Private - \$548,600.00

Public - \$0

Account Name	Allocated	Expended	Current Balance
Heritage Commission	\$5,000.00	\$0	\$5,000.00
Annapolis Lndmrk. 50 th Anniv.	\$35,000.00	\$19,057.39	\$15,942.61
HPC Consultants	\$15,000.00	\$0	\$15,000.00
Cultural Landscape Survey	\$100,000.00	\$64,493.00	\$14,775.28

Administration

- Secured two interns to assist with reviewing and digitizing 1980s HPC files for archival and research purposes and for reviewing and developing an annotated bibliography of research / best practices for Climate Change hazard mitigation and sea level rise adaptation.
- Contracted for ongoing part-time contract support for administrative review of Certificates of Approval
- Contracted for HPC consulting architect, archaeologist and architect / inspector
- Continuing training for P&Z representation in OEM Call Center
- Meeting with potential HPC candidate from Ward 4
- Completed and certified 35 historic tax credit projects for 2017 tax year totaling \$99,034 in city tax credit

Planning / Zoning

- **Weather It Together**
 - **Planning:** Meetings with Planning team to discuss/refine scope of work; develop schedule for completion to include Haz. Mit. plan update and Cultural Resource Haz. Mit. Plan addendum; identify RFQ respondents qualified for issuance of bid as an advisory planning firm.
 - GIS partnership with ESRI explored for mapping of sea level rise; MIT GIS team completing maps of flooding area to include demographics info.
 - Core Team Meeting: “Navigating the Business of Flood Insurance” presentation by Peter Crilly with Nationwide followed by goals/objectives planning framework review
 - **Public Outreach:** HPD Staff presented the Annapolis Model as part of a panel with MHT during National Alliance of Preservation Commissions Conference (Mobile, AL); co-hosted half-day workshop at US International Commission on Monuments and Sites summit (Mobile, AL) and at Florida Public Archaeology Network Summit (St. Augustine, FL); participated on a panel with other coastal planners at Association of Climate Change Officers East Coast Symposium (Washington, DC). Additional presentations planned for Maryland Scenic Byways Forum, Chamber of Commerce,
- **Economic Study** - Scope of work defined and under review of project team (Economic Dev. / WIT Core Team / HPD Consultants); Grant request for an additional \$40,000 from Maryland Heritage Area Authority not approved by State. Moving forward without intercept survey, but including implications of flooding on downtown economy.
- **Cultural Landscape Survey / Report** - Project on hiatus until additional staffing/contract resources secured to complete.

Stewardship

- Reviewed pre-application submission with DPW for Cornhill St. curbing and sidewalk repair/replacement.

Enforcement

- 2 Maryland Avenue - Replacement of wood windows with vinyl windows without a Certificate of Approval. Court of Appeals date pending.
- 51-53 West St.- Alteration of front facade of building (mural) without a Certificate of Approval. Court Date set for: October 4, 2016
- 4 Shipwright St. - Completion of masonry repointing on Upton Scott House not in compliance with issued Certificate of Approval. Circuit Court date pending.
- Maryland Public Information Act (PIA) request filed by Jonathan Hollander-Chesapeake Property Management, LLC for "all citations issued to any person or entity for failure to submit an application for Certificate of Approval to the Historic Preservation Commission and any resulting court Orders from January 1, 21010 to present."

Documentation / Designation

- HPD Staff and Consultants met with Community Health Center of Parole to begin documentation of property for determination of eligibility as a City of Annapolis Landmark.
- HPD Staff and Consultants met with property owner of Primrose Hill (NR property) to begin documentation of property for determination of eligibility as a City of Annapolis Landmark

Survey / Inventory

- Discussed with UMD PALS program continued survey work for Eastport. No interest in survey for current semester. Will continue to discuss survey option for Spring Semester with College of Information Studies Director.

Education / Outreach

- Planning for 9th Preservation 50 Lecture Series event: Continuity and Flexibility in Managing Change: Fifty Years of American Historic Preservation scheduled for Sept. 13, 6 pm, City Council Chambers. Presentation by NPS Chief Historian, John Sprinkle and NPS Historical Architect, Audrey Tepper.
- Planning for 6th annual Navy/Marine Corps Birthday Breakfast slated for October 17, 8 am at Annapolis Waterfront Hotel. Celebrating "Year of the Woman:40th Anniversary of Female Admittance of USNA"
- Planning for production of "Walk Eastport: Scavenger Hunt for History" walking tour brochure and Maryland Day 2017 event.
- Serving on 4 Rivers Heritage Area Marketing committee; continuing to attending 4 Rivers Heritage Coordinating Committee meetings

Economic Development

- Assisted 45 businesses and nonprofits to connect them with potential loans/investors and no-cost consulting, locate space, resolve permitting, signage and loading issues, and conduct ribbon-cuttings
- Continued to work with web developer to design the new Annapolis Economic Development Website
- Assisted in completing \$250,000 Community Legacy grant proposal for funding sprinkler taps in order to spur revitalization of 2nd-3rd floors on Main Street
- Participated in 48 meetings and events with city departments and business support organizations to:

- Support the Maritime Advisory Board goals
- Assist Downtown Annapolis Partnership with State accreditation renewal steps and developing a Business Academy curriculum
- Research and provide support data for the Itinerant Merchants legislation, including associated fees, as well as for potential sidewalk-café fee adjustments
- Implement the ongoing Business Recognition Program
- Ensure that loading zone changes balance business and City needs
- Align business development, events and marketing strategies with AAEDC, AAACCC, State/City Main Street Programs, Annapolis Arts District, Design District, West Annapolis, Maryland Theater for the Performing Arts, Center for Help, and Launch! Annapolis
- Begin planning business continuity workshop w/OEM and HPD
- Assist with shepherding (including reviewing/editing reports, conference calls, meetings, etc.) seven studies/initiatives underway, each of which has economic development impacts:
 - West Street Sector Study
 - PAL Citywide Economic/Land Use Inventory/Analysis
 - BEACON Market Assessment Study re: Crystal Spring
 - Historic and Cultural Heritage Assessment
 - Sea Level Rise (SLR) & Economics of Hazard Mitigation
 - Working Waterfronts Maritime Awareness Program
 - Comprehensive Maritime Economic & Zoning Study

Recreation and Parks

- In July the Department Twitter Account had 2,658 followers (gained 52 in July), sent out 18 Tweets for 10,600 Tweet impressions and had 551 profile visits (42% increase from last month).
- A proclamation by the Mayor and City Council was presented to the Recreation and Parks Department in celebration of July being National Parks and Recreation Month.
- Four staff members attended MRPA General Membership Meeting/Workshop on “Innovative Thinking in the Workplace”.

Recreation

- Registration continues for Afterschool Childcare at 8 Latchkey Elementary School sites.
- 475 children have participated in our summer camps thus far this summer.
- The last of a series of 3 offerings of Maryland Safe Boating Courses ended in July with 17 participants.
- Personal Training Hours: 58 hours. Fitness classes year to date participants: 1,150 participants
- Total Truxtun Pool Attendance for Open Public Swim Hours so far this summer is 3,865.
- A total of 210 children have taken swim lessons at the pool so far this summer.
- The pool has also hosted 3 Swim Meets.
- Department received \$5,000 Ravens Play 60 Grant for the Mighty Milers Program
- Men’s Summer Basketball is concluding - playoffs to be held in early August.
- Summer Camps for Flag Football, Girls LAX, Boys LAX, Mixed Sports & Soccer were held in July.
- Stanton Center Recreation and Enrichment Camp has 49 children attending per day. The Children have gone on several field trips including Assateague Island, Six Flags Amusement Park,

Smithsonian Environmental Research Center, Jug Bay Natural Area and Bow Tie Cinema. Other camp activities include Yoga, Swimming, and the Maryland Federation Art Program and Jr. GAGAS.

- The Annapolis Police Department installed a suggestion box in the lobby of Stanton Center.
- Art in Public Places Commission (AIPPC)
 - Jen Jennings is the new department liaison to the AIPPC
 - AIPPC hosted five concerts at Susan Campbell Park during July.
 - AIPPC received a grant for \$5,000 from the Maryland State Arts Council and the Arts Council of Anne Arundel County to commission artwork at the public space in front of 100 Compromise Street (Fleet Reserve).

Parks

- Park Maintenance Staff made repairs to the irrigation system at the Navy Stadium Trail.
- Installed new basketball goals at the Newtowne 20 basketball court.
- Park Construction projects Update:
 - Davis Park - remove current hardscape and install landscaping (Grant Funded) - bid process is complete and start date for the Davis Park renovation project is August 8th.
 - Truxtun Park Softball Field - grading of the softball field (Grant Funded) - design phase nearing completion.
 - Turner Park - replacement of the playground equipment (Grant Funded) - pending a joint use agreement with Anne Arundel County School Board and Anne Arundel County.
 - Bywater/Kingsport Park - new amenities for the park (Grant Funded) - nearing completion of the design phase.

Harbormaster

- Successfully coordinated the July 4th Fireworks Show in partnership with the July 4th Committee, the Naval Academy, the Coast Guard and Maryland Department of Natural Resources Police.
- Agreement executed with Anne Arundel County allowing the Harbormaster Office to patrol all of Weems Creek. Previously, the Harbormaster only had authority to patrol the City portion of Weems Creek.
- The vacant Harbormaster position is being advertised for recruitment.

Transportation

Monthly News

Transit Operating Assistance from Maryland Transit Administration (MTA)

The Transportation Department has been awarded transit operating grant funds by MTA to support Annapolis Transit operations. The grant funds are \$1,040,243 for fixed routes operations and \$198,382 for ADA complementary paratransit services. Total amount is \$1,238,625. The filing of the grant application with MTA was approved by Council Resolution R-6-16 in February 2016.

Activity Report

Transit Operations

The transit service data excludes the Circulator which is now operated by SP+ Company, the current management company for parking.

Total Service Hours in July 2016: 4,448.5 hours

Total Service Miles in July 2016: 45,479 miles

Monthly ridership and revenue by route are found in Tables 1 and 2.

Table 1 July 2016 Unlinked Passenger Trips

Route	July 2016	July 2015	% Change
Red	3,753	5,849	-35.84%
Yellow	1,751	2,821	-37.93%
Green	5,077	8,142	-37.64%
Orange	1,227	2,245	-45.35%
Gold	1,652	2,155	-23.34%
Brown	4,535	6,885	-34.13%
Purple	2,738	3,330	-17.78%
State Shuttle	3,147	4,645	-32.25%
Paratransit	421	577	-27.04%
Total	24,301	36,649	-33.69%

Table 2 May 2016 Farebox Revenue

Route	July 2016	July 2015	% Change
Red	\$6,574	\$8,803	-25.32%
Yellow	\$1,284	\$1,469	-12.59%
Green	\$9,666	\$12,014	-19.54%
Orange	\$2,094	\$3,220	-34.97%

Gold	\$2,000	\$2,674	-25.21%
Brown	\$7,932	\$10,757	-26.26%
Purple	\$3,011	\$3,412	-11.75%
State Shuttle**	\$708	\$1,609	-56.00%
Paratransit	\$689	\$765	-9.93%
Total	\$33,958	\$44,723	-24.07%

**Excludes fares from State employees

Parking

Parking Garages – Vehicles Parked and Revenue, July 2016

Table 3. July 2016 Vehicles Parked

Garage/Lot	Transient Parkers	Monthly Parkers	Total Vehicles Parked
Gotts	17,257	240	17,497
Hillman	26,252	339	26,591
Knighton	3,189	159	3,348
Park Place**	7,092	728	7,820
South Street Lot	1,453	13	1,466
Larkin Street Lot	0	50	50
Total	55,243	1,529	56,772

Table 4. July 2016 Parking Garage/Lot Revenue

Garage/Lot	Transient Parkers	Monthly Parkers	Total Revenue
Gotts	\$119,563.00	\$42,565.00	\$162,128.00
Hillman	\$227,560.00	\$42,825.00	\$270,385.00
Knighton	\$13,966.00	\$14,080.00	\$28,046.00
Park Place**	\$43,035.00	\$57,878.40	\$100,913.40

South Street Lot	\$9,958.00	\$2,925.00	\$12,883.00
Larkin Street Lot	\$0.00	\$11,250.00	\$11,250.00
Total	\$414,082.00	\$171,523.40	\$585,605.40

Table 5. On-Street Parking, July 2016

Citations	1,182
Revenues	\$52,400.00

Overtime and Leave (sick, vacation personal) Hours

Overtime is mainly a function of sick, vacation and personal leave, particularly, in transit operations. There was no overtime in Administration. Below are the overtime hours and leave hours by division for the period June 30, 2016 through July 27, 2016.

Table 5 Summary of Overtime and Leave Hours – June 30 – July 27, 2016

Division	Overtime	Leave (sick, vacation and personal, etc)
Parking Enforcement Officers & Parking Meter Technicians	7.5 hours	81.5 hours
Transit Vehicle Operations – Bus Operators only	303 hours	757.5 hours
Transit Supervision	29 hours	12 hours
Vehicle Maintenance	34 hours	80 hours